



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	Maintenance Person 2 (Power Engineer – 5 th Class)
CLASSIFICATION	
DEPARTMENT	Maintenance
LOCATION	
REPORTS TO	School Principal
STAFF SUPERVISED	
PROBATIONARY PERIOD	3 months
EFFECTIVE DATE	

POSITION SUMMARY

This position assumes the responsibility for the operation and maintenance of low-pressure boilers and mechanical equipment. This position also requires the performance of general building maintenance. This may include general repairs to school buildings, staff housing and other maintenance work at the school or on the grounds. This position provides direction to other custodial or maintenance staff including providing input to the performance evaluations of staff.

QUALIFICATIONS

Education

- Grade 12
- Valid Manitoba Fifth Class Power Engineers Certificate.

Experience

- Two years maintenance experience.

Knowledge, Skills and Abilities

- Knowledge of mechanical equipment.
- Working knowledge of general maintenance standards and practices in the areas of plumbing and carpentry, painting and decorating, and grounds keeping.
- Knowledge of materials, application techniques and the tools required to complete maintenance tasks.
- Knowledge of safe practices and procedures required at the worksite.
- Knowledge of heating and utility systems in specific locations may be required.
- Good planning and organizational skills.
- Good interpersonal skills.
- Good verbal and written communication skills.
- Ability to establish and maintain effective working relationships.
- Ability to work independently and as part of a team.

DUTIES AND RESPONSIBILITIES

- Operates low-pressure boilers and mechanical systems
- Records location of main water shut off, alarm system, heating system, main electrical and control panels and operates same to maintain continual operation and protect school from emergency damage.
- Assigns work and provides direction to subordinate staff, including providing input on performance evaluations.
- Performs general maintenance functions such as minor repairs.
- Performs required work on construction, renovations, repairs and general building maintenance.
- Operates all hand and power tools.
- Paints, decorates, surface finishes and refinishes cabinetry and furnishings.
- Prepares surfaces, mixes paints, stains and epoxies. Applies with brush, roller or spray equipment.
- Performs required work in plumbing i.e. building renovations and/or maintenance repairs.
- Assembles, installs and repairs fittings and fixtures connected to water and sewer.
- Assesses basic electrical problems and refers to appropriate trades person for repair.

Performs other duties as assigned.

CONTACTS

Division and School personnel
Suppliers and trades people

WORKING CONDITIONS

Outdoors and indoors, may be required to work in confined spaces, and on roofs 65-90% of the time

Required for emergency call-backs

PHYSICAL AND VISUAL REQUIREMENTS

Physically able of performing assigned duties such as lifting, bending, crawling 65-90% of the time

Lifting up to 30 kg

EQUIPMENT USED

Tools of the trades

APPROVED

	April 4, 2012
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Signature, Chief Superintendent

Date

	April 4, 2012
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Signature, Secretary-Treasurer

Date

	April 4, 2012
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Signature, Human Resources Coordinator

Date